

## THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON

### APPROVED MINUTES OF A MEETING OF THE COMMON PARISH COUNCIL OF SUTTON & BARLAVINGTON HELD ON WEDNESDAY 21<sup>st</sup> MAY 2008 AT 7.30 PM SUTTON VILLAGE HALL

	<u><b>ACTION</b></u>
<p><b><u>Present:</u></b> Cllrs. David Green, Gordon Owen, Anthea Pratt, Dee Le Bourlier, Sebastian Anstruther, and Joy Mayes.</p> <p><b><u>In Attendance:-</u></b> Louise Collis (Clerk to the Common Parish Council of Sutton &amp; Barlavington).</p> <p>The Common Parish Council of Sutton &amp; Barlavington Meeting commenced at 7.35pm.</p> <p><b><u>Agenda item No. 1 - ELECTION OF CHAIRMAN</u></b> The Clerk initially took the chair. Cllr. David Green was re-elected as Chairman for the Common Parish Council of Sutton &amp; Barlavington.</p> <p>Cllr. Gordon Owen <b>PROPOSED</b> and Cllr. Sebastian Anstruther <b>SECONDED</b> the motion.</p> <p>Following the re-election of the Chairman, Cllr D Green took the chair.</p> <p><b><u>Agenda item No.2 - TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE</u></b></p> <p>Cllr. D Green then signed the Declaration of Acceptance of Office Book in the presence of the Clerk.</p> <p><b><u>Agenda item No.3 - ELECTION OF VICE-CHAIRMAN</u></b> Cllr G Owen was asked if he would be prepared to stand as Vice-chairman of the Common Parish Council of Sutton &amp; Barlavington. He agreed.</p> <p>Cllr David Green <b>PROPOSED</b> Cllr G Owen as Vice-Chairman and Cllr Anthea Pratt <b>SECONDED</b> the motion.</p> <p>Cllr. G Owen then signed the Declaration of Acceptance of Office Book in the presence of the Clerk.</p> <p><b><u>Agenda item No.4 - APPOINTMENT OF REPRESENTATIVES ON THE FOLLOWING BODIES</u></b></p> <p><b>a. North East Community Forum &amp; Petworth Sub District</b></p> <p>Cllr Joy Mayes <b>PROPOSED</b> the motion that Cllr S. Anstruther should be duly elected as the representative for the Common Parish Council of Sutton and Barlavington on the North East Community Forum &amp; Petworth Sub District. Cllr Anthea Pratt <b>SECONDED</b> the motion</p>	

**Agenda item No.5 - ELECTION OF MEMBERS TO SERVE ON THE FOLLOWING COMMITTEES**

**a. Planning Committee**

It was **AGREED** that following on from this year all the councillors will become members of the planning committee.

Cllr David Green **PROPOSED** and  
Cllr Sebastian Anstruther **SECONDED** the motion

**b. Roads and Ditches Committee**

Cllr Gordon Owen **PROPOSED** the motion that Cllrs D Green and J.Mayes should be duly elected as members of the Roads and Ditches committee.

Cllr Anthea Pratt **SECONDED** the motion.

**Agenda item No.6 - TO CONSIDER THE PAYMENT OF ANY SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY**

SALC	£84.60
SLCC	£70.00

Cllr Joy Mayes **PROPOSED** and  
Cllr. Sebastian Anstruther **SECONDED** the motion

**Agenda item No.7 - APOLOGIES AND REASON FOR ABSENCE**

Cllr Paul Nicholls and C.Cllr Tex Pemberton

**Agenda item No.8 - CODE OF CONDUCT - DECLARATION OF INTEREST by Councillors on any of the agenda items**

The Clerk reminded Councillors of their duty to declare personal and prejudicial interests.

No new or altered Declarations were made.

**Agenda item No.9 - ANNUAL UPDATE OF COUNCILLORS REGISTER OF MEMBERS INTERESTS**

Under code of Conduct guidelines it is necessary for Parish Councillors to review their entries in the Register of Members Interests. The clerk prepared an Annual Update form for the councillors to complete. If there have been any changes the clerk will forward the amendments to Mike Kelley, CDC Solicitor.

Completed forms were received from Cllrs D. Green, G.Owen, S. Anstruther, J.Mayes, and D. Le Bourlier. The clerk is waiting a completed form from Cllr P.Nicholls.

P.Nicholls

**Agenda item No.10 MINUTES OF THE MEETING HELD ON 10<sup>th</sup> MARCH 2008**

The Minutes of the meeting held on 10<sup>th</sup> March 2008 were declared correct and accepted as a true record, and Council **AGREED** that they should be signed following completion of the meeting. Cllr. D. LE Bourlier **PROPOSED** and Cllr. A.Pratt **SECONDED** the motion.

### **Agenda item No.11 - MATTERS ARISING**

#### **a. First Aid in Sutton & Barlavington**

At the APM it was decided that Dr Collis would provide a basic first aid course. The course will be arranged at a later date.

**Next Meeting**

b. **Broadband Update** – Cllr G. Owen has emailed his contact at BT but to date has not had a response. G. Owen and S. Anstruther are to approach the Regional Development Assembly to see if funds are available to enable exchange. S. Anstruther has explored the possibility of a BT broadband line being leased from BT in order to enable the exchange. This has been done in Plaistow. The leased line is located in the central point in the village and then satellite and wireless connections are used to link participating households. Over a 5 year rental agreement it costs £730 per month (incl VAT) split between users. This would be a total cost of Approx £44,000 over 5 years split between 115 houses if everyone takes it up.

#### **c. Footpaths**

All outstanding issues have now been resolved.

d. **WSCC – Planning Rother Valley Schools for the future** – Cllr P Nicholls was not present to give an update.

### **Agenda item No. 12 - DISTRICT COUNCILLOR'S REPORT**

Currently the Parish does not have a District Councillor.

### **Agenda item No. 13 - COUNTY COUNCILLOR'S REPORT**

No report submitted.

### **Agenda item No. 14 - THE STANDARDS BOARD FOR ENGLAND– COMPLAINTS PROCEDURES**

Following the APM the clerk spoke to CDC anonymously about the reaction of the Parish to the report submitted to the APM meeting by the District Councillor. The complaints procedure changed with effect from 8<sup>th</sup> May 2008. Complaints no longer go direct to the Standards Board for England, instead complaints relating to District Councillors are made direct to Michael Kelley at CDC. The Council does not want to take the matter any further however the Council asked the clerk to check with SALC to make sure that there is not a statutory duty to make a formal complaint.

**Clerk**

### **Agenda item No. 15 - ROADS**

Cllr D Green has been asked about the trimming of the verges. The verges are meant to be trimmed back by 1 metre however due to the wildflowers in the area there is a restriction. Cllr S Anstruther is to put a piece in the Parish News to explain to the parish about the wildflowers.

### **Agenda item No.16 NEW PLANNING APPLICATIONS AND NOTIFICATION OF RECENT DECISIONS**

#### **a) CDC planning officers – Powers of entry**

Following the APM the clerk spoke to David Few, CDC Planning, about planning officers power of Entry. He informed the clerk that under Town & Planning Act, planning officers are allowed access to an applicant's property. If the applicant refuses the Planning Officer can issue a penalty and ultimately the applicant could be prosecuted. Out of courtesy the

planning officers generally knock on the applicant's door.

- b) Planning appendix  
See list circulated

**Agenda item No. 17 - REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

None

**Agenda item No. 18 - NEW CORRESPONDENCE**

- a) CDC email and D.Cllr- email to BT about the proposed closure of the red telephone box in Sutton – The clerk is to send a letter objecting to the removal of the telephone box. It is a King George telephone box and is located in a Conservation area. It is part of the streetscape.
- b) WSCC – Statement of Partnership with Local Councils – WSCC & SALC want refresh the Statement with Local Councils after 25years. Tues 3/6/08 6.30pm Fernhurst Village Hall - meeting to discuss Statement and a presentation from SALC – Cllr G Owen to attend
- c) CDC- New Rural Enabling Officer – Her job is to help Parishes assess their need for extra homes and help facilitate small rural developments that fit in in villages that may be lacking from a lack of affordable housing – Cllr G.Owen to complete questionnaire.
- d) Southern Water – Draft Water Resources Management Plan & Questionnaire – deadline 25/7/08 – Cllrs D Green & S.Anstruther to complete

Clerk

G.Owen

G.Owen

D.Green/ S.  
Anstuther

**Agenda item No. 19- CIRCULATION FILE – NO.15**

Index in order of receipt

<b><u>DATE RECEIVED</u></b>	<b><u>INFORMATION SOURCE</u></b>	<b><u>TITLE</u></b>
03/08	The Standards Board for England	Town & Parish Standard March 08
03/08	Action in Rural Sussex	Newsletter March 08
04/08	West Sussex Public Partnership Forum	Newsletter April 08
04/08	West Sussex Primary Care Trust	Executive Summary – Annual Public Health Report
04/08	South East England Regional Assembly	South East England Regional Housing Strategy 2008-11
05/08	WSCC	Life n West Sussex – Quality of Life indicators Report 2008
05/08	NALC	LCR – volume 60 – May 2008

**Agenda item No. 20 - FINANCE****a. Review of Insurance**

	Allianz – current	Allianz – revised	Norwich Union
Premium	£462.30	£392.95	£392.96 (reduced by 5% to £373.31 if enter 3 year binding agreement)
Excess	£125	£250	£250
Public Liability	£5m	£10m	£10m
Fidelity guarantee	£5000	£5,000	£100,000
Admin fee for any changes	None	None	£40 per alteration
No claims discount	None	Yes	Yes

Following the receipt of the high renewal premium from Allianz, the clerk obtained a revised quote from Allianz where the excess was raised to £250 and a quote from Norwich union.

The clerk spoke to SALC and who recommend that public liability should be at £10m.

The Council asked the clerk to obtain quotes from Allianz with the excess at £500 and £1000. Once the new quotes are received the Council agreed that the chairman would make the final decision on which insurance premium to go for.

**Clerk/ D.Green**

**B. To approve accounts for payment**

i)	Sutton Village Hall	Hall Hire - Planning meeting - 27/2/08	£7.50
ii)	Sutton Village Hall	Hall Hire - Planning meeting - 10/3/08	£7.50
		Hall Hire - Parish Council meeting -	
iii)	Sutton Village Hall	19/3/08	£15.00
iv)	Sutton Village Hall	Hall Hire - Planning meeting - 9/4/08	£7.50
		Hall Hire - Parish Council meeting	
v)	Sutton Village Hall	(APM)- 25/4/08	£15.00
vi)	Sutton Village Hall	Hall Hire - Planning meeting - 28/4/08	£7.50
		Hall Hire - Parish Council meeting -	
vii)	Sutton Village Hall	12/5/08	<u>£15.00</u>
			£75.00
iv)	Sussex Air Ambulance	S.137 payment agreed in March 2008	£150.00
	Luci Wentworth		£23.11
	SLCC	Annual membership	£59.00

**C. To approve the Clerk's salary and expenses**Salary for May 2008

<b>LCP Scale 20 (per SALC payment Schedule)</b>	£9.242 per Hour
Number of weeks in month (4 weeks and 3 days)	4.43
Total number of hours worked in May	17.71
<b>Total Salary for May 2008</b>	<b><u>£163.72</u></b>

Salary for June 2008

<b>LCP Scale 20 (per SALC payment Schedule)</b>	£9.242 per Hour
Number of weeks in month (4 weeks and 1 day)	4.14
Total number of hours worked in June	16.56
<b>Total Salary for June 2008</b>	<b>£153.05</b>

Expenses for May 2008

Date	Details	Reason	Cost ex VAT (£)	VAT (£)	Cost Inc VAT (£)
11/3/08	BT	broadband and line rental (1 Mar-31 May) and calls (to 10 March)			42.18
					<b>42.18</b>

Cllr. A.Pratt **PROPOSED** and  
Cllr. J.Mayes **SECONDED** the motion (20 B&C)

- D. To approve Final Accounts for the year ended 31 March 2008 including:-**
- i. Final Accounts and the payments and receipts schedules**
  - ii. Bank reconciliation for the year ended 31 March 2008**
  - iii. Supporting Schedule for the year ended 31 March 2008**
  - iv. Budget v Actual Review for the year ended 31 March 2008**

Cllr. G.Owen **PROPOSED** and  
Cllr. D Le Bourlier **SECONDED** motions (20 Di) – iv))

- E. Approval of the terms of reference and Audit Plan for the Year ended 31 March 2008**

Cllr. D.Green **PROPOSED** and  
Cllr. S.Anstruther **SECONDED** the motion

- F. Approval of the Annual Return for the year ended 31 March 2008 and the schedule “Explanation of Variances”**

Cllr. G.Owen **PROPOSED** and  
Cllr. S.Anstruther **SECONDED** the motion

- G. Annual review of the effectiveness of its system of internal control**

Cllr. S.Anstruther **PROPOSED** and  
Cllr. G Owen **SECONDED** the motion

**Agenda item No. 13 - DATE AND TIME OF NEXT PARISH COUNCIL MEETING**

The next Parish Council Meeting will be **MONDAY** 21<sup>st</sup> July 2008 at 7.00 pm, in Sutton Village Hall.

**CLOSURE OF MEETING**

The Common Parish Council of Sutton & Barlavington meeting closed at 9.15pm.

Signed:

**APPROVED AT MEETING ON 21/07/08 & SIGNED BY THE CHAIRMAN**

Cllr. D.Green

Date: 21/7/08

Chairman of The Common Parish Council of Sutton & Barlavington

19<sup>th</sup> June 2008

Louise Collis, Clerk to The Common Parish Council of Sutton & Barlavington